

69-4995

4 NOV 1969

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT** : Security Evaluation of the Use of  
Federal Record Centers

**REFERENCE** : DDS Memorandum #69-4245 dated  
19 September 1969

1. This memorandum contains recommendations for your approval in paragraph 15, sub-paragraphs (1) through (8) of this memorandum.

2. The above reference advised us that our temporary arrangements for vault space in the GSA Records Center at Suitland will expire in December 1970 and that GSA needs this space and cannot continue to authorize us to operate on our own terms, i. e., with our personnel in this facility.

3. As you stated in your memorandum, GSA is required to furnish at the request of Federal departments and agencies facilities to store records in designated areas under GSA prescribed conditions. Although paragraph 4 of reference referred only to "a portion of our inactive records and archival material" for proposed storage, contact with the Agency Records Administration Officer, Mr. [REDACTED] revealed that the volume in question was estimated at approximately 20,000 cubic feet; the classification of the data would be determined by the findings of the present study.

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4. Our present policy prevents the use of a Federal Records Center permanently because of the need to protect sources and methods which are reflected in many of our records.

5. In response to your request that the Office of Security provide recommendations as to the advisability, from a security standpoint, of continuing our present method of operation as opposed to moving toward a greater use of Federal Record Centers on a permanent basis, the following information represents the findings of this Office:

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**SECRET**

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DD/S 69-4245

19 September 1969

MEMORANDUM FOR: Director of Security

SUBJECT : Reconsideration of Secure Records Storage Policy

1. The Agency Records Center is nearly filled and we are not permitted any new construction. We have a continuing need for records storage and our temporary arrangement for 25,000 cubic feet of vault space in the GSA Records Center at Suitland will expire in December 1970. The GSA needs that vault space and cannot continue to authorize us to operate on our terms, i.e., with our personnel, in their facility.

2. On the other hand the GSA is required to provide storage and service for records from any Agency. And they do so for ten million cubic feet of records in some sixteen Federal Records Centers across the country. They include vault space for security classified records from Atomic Energy Commission, State Department, and the Department of Defense. In Vault #1 at Suitland, immediately adjacent to the Agency compartment, the DIA records are accessioned, stored, and regardless of classification are serviced by GSA security-cleared employees and their courier system. At present the AEC is negotiating with GSA to store its most sensitive "Nuclear Weapons Data" in a vault at the Denver Records Center. [REDACTED]

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[REDACTED] The FBI has no records stored outside its offices.

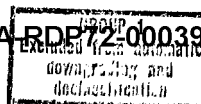
3. In order to protect information on our sources and methods, we built and manned an Agency Records Center [REDACTED] There we store temporarily inactive office records and an archives operation for Agency records of enduring value and historical or legal interest. For expediency we also include in that Records Center our emergency Vital Records collection and the highly classified extra copies of Agency publications for Supplemental Distribution.

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4. I would appreciate it if you would reexamine our Agency's long-standing records storage policy and by 1 November 1969 provide me with

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your recommendations as to the necessity or advisability from a security standpoint of continuing our present method of operation as opposed to moving toward a greater use of the Federal Records Centers operated by the National Archives and Records Service in GSA for the storage and servicing of at least a portion of our inactive records and archival material. A move in this latter direction if feasible would obviously assist greatly in the resolution of both our more immediate (Suitland) and longer-range records storage problems.



R. L. Dammertman  
Deputy Director  
for Support

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